



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, February 20, 2019 at 6:00 p.m.**

Colonial Beach Town Center
22 Washington Avenue

Present

Eddie Blunt, Mayor
Robin Schick, Vice Mayor
Frank Alger, III, Council Member
Patrick Ey, Council Member
Dallas Leamon, Council Member
Vicki Roberson, Council Member

Absent

All Council Members were present, with the exception of Steve Cirbee who was called out of town.

Also Present

Town Manager, Quinn Robertson
Town Attorney, Jim Cornwell
Town Clerk, Kathleen Flanagan
Deputy Town Manager, Rob Murphy
Zoning Administrator, Allyson Finchum
Acting Chief of Police, Bruce Hough

Call to Order

Mayor Blunt called the meeting to order at 6:01 p.m.

Moment of Silence/Pledge of Allegiance

Mayor Blunt led a Moment of Silence and the Pledge of Allegiance.

Roll Call of Members

Mayor Blunt noted that all Council Members were present, except for Mr. Cirbee, who was out of town.

Additions to the Agenda

Mayor Blunt asked for a motion to amend the agenda.

Mr. Leamon made a motion to defer action on Resolution #15-19, Appropriations Resolution until the March 6, 2019 Work Session. Mr. Alger seconded the motion.

Mayor Blunt called for a voice vote. Ms. Schick, Mr. Alger, Mr. Ey, Mr. Leamon, Ms. Roberson and Mayor Blunt all voted aye.

The Agenda was amended by a unanimous vote of Council members present.

Approval of the Agenda

Mr. Leamon made a motion to approve the agenda as amended. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the agenda as amended passed with a unanimous vote of council members present.

Approval of Minutes

Mr. Leamon made a motion to approve the Minutes for the February 6, 2019 Work Session. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the minutes for the February 6, 2019 Work Session passed with a unanimous vote of council members present.

Council Member Announcements

Ms. Schick announced that the Planning Commission will hold a Work Session on Thursday, February 21st beginning at 3:00 p.m. at Town Hall.

Mayor Blunt congratulated the boys’ basketball team for their victories.

Presentations

Proclamation, 127th Anniversary of Town's Incorporation

Mayor Blunt read the Proclamation:

Proclamation

WHEREAS, the Town of Colonial Beach was incorporated on February 25, 1892; and

WHEREAS, the upcoming date of Monday, February 25, 2019 will commemorate the 127th year anniversary of the Town's incorporation; and

WHEREAS, the Mayor and the Colonial Beach Town Council hereby make a public proclamation expressing their pride, commitment and dedication to our Town and our founding principles in commemorating this very distinguished date in our history.

THEREFORE, BE IT RESOLVED, that the Mayor and Town Council urge all citizens of the Town of Colonial Beach to take a moment to reflect upon and acknowledge the historical importance of February 25th as the date commemorating and celebrating the incorporation of our town.

Larry Roberson, Westmoreland County Board of Supervisors

Mr. Roberson noted that Mr. Risavi was not in today, but has suggested the Town Attorney and the County Attorney work out the details on the proposed Memorandum of Understanding re: Building Official.

Mr. Cornwell noted that because our population is over 3,500, the state recommends a Memorandum of Understanding.

Mr. Roberson then reported that the CPMB has requested an additional \$135,000 from the County for additional special needs students. There are 17 students from the county and 14 from the Town of Colonial Beach. The county pays for all those students. The total funds budgeted are at \$1.9 million.

The Town is only tasked with providing transportation to alternative school sites for those students.

Mayor Blunt asked Mr. Roberson if he would like a copy of a resume the Mayor had received from an individual qualified as a Certified Building Official. Mr. Roberson replied in the affirmative.

Maureen McCabe, Planning Commission

Ms. McCabe reported that, from the data received by way of a questionnaire, a new Vision Statement has been created.

Ms. McCabe read the Vision Statement: “Colonial Beach is an attractive, historical beach town committed to family, businesses, the arts and a healthy quality of life.”

Ms. McCabe noted the Commission produced a booklet providing information on how to start a business in town which booklets are available in the Planning Office.

The Planning Commission will take action on their ByLaws and Goals for this year at its February meeting.

A review of the chapter in the Comprehensive Plan on “Dahlgren” will be reviewed with assistance from the Navy.

The Planning Commission is also currently updating Chapter 1 of the Comprehensive Plan.

The Planning Commission is also ready to launch a Grants Committee to assist in securing funds for capital improvement projects in the future.

Joyce Reimherr, Downtown Colonial Beach

Ms. Reimherr introduced herself as the new President for DCB for 2019.

Ms. Reimherr reported that the banners for Colonial Avenue have arrived.

DCB is working with the Historical Society to research historical sites in town and supports designating a historical district. DCB has taken its ideas to the Planning Commission.

DCB is sponsoring Osprey Fest and is hoping to open the marketing of our town to bird watchers.

Susan Mack, Chamber of Commerce

Ms. Mack noted the Chamber is working on a summer jobs program with the State Park and Mr. Turner.

The Chamber sponsored a social networking event at Lenny’s Restaurant.

Ms. Mack acknowledged Phil Rogers’ help in developing the Chamber’s yearly budget.

Ms. Mack noted the Chamber has submitted all Special Event Applications and deposits for the year to the town, of which there were a total of 19 events.

The Chamber will host a Yelp training on February 26 led by Caryn Self Sullivan.

Ms. Mack thanked Vice Mayor Schick for creating a new map for the Visitor's Guide.

Ms. Mack then congratulated Police Chief Bruce Hough for his recent appointment.

Eric Nelson, Colonial Beach Community Foundation

Mr. Nelson distributed a report to Council members which outlined activities and programs the Foundation has been involved in.

The Foundation will be pushing for membership renewals.

Ms. Schick asked Mr. Nelson about the issue of ADA accessibility in the Community Center and noted there are grant opportunities for the Foundation to apply for to assist them in ADA compliance.

Mitzi Saffos spoke from the audience and reported that she has already been in touch with local contractors about renovations.

Eric Nelson, Friends of Eleanor Park

Mr. Nelson reported that he has been working with the Town Manager on a path forward regarding a conservation easement.

Currently they are waiting on application openings for easements from several organizations.

Mr. Nelson further reported the group is investigating other forms of opportunities and grants.

Mr. Nelson requested Council remove the "For Sale" and "No Trespassing" signs from the property.

Gary McIrvin, Redevelopment & Housing Authority

Mr. McIrvin summarized the history of the Authority and how they are tasked with assisting low income homeowners with minor repairs and/or renovations in order to create safe living conditions and address handicap accommodation issues.

Applications for the repair program are available at Town Hall. Projects can be funded up to a total of \$2,500 per project.

Currently the Authority has funds for approximately eight more projects.

Dashan Turner, Colonial Beach School Superintendent

Mr. Turner began his remarks addressing the remaining fund balance for the 18-19 school year and past years' fund balances.

Mr. Turner passed out written copies of his presentation to Council members.

Mr. Turner noted the State Superintendent encourages localities to return any unspent appropriations into the next fiscal year.

There was \$350,000 left over from last year's budget which the school would like to have returned to address school division needs.

Mr. Turner summarized a plan to use funds:

- Adoption of Edmunds Financial software program, approximately \$60,000

Ms. Schick asked if this was a one-time fee. Mr. Turner answered affirmatively and agreed that it would save the town time and resources.

- Facilities improvements, upgrade bleachers, team equipment needs and repair fence line

Ms. Schick asked about lighting for the softball fields. Mr. Turner responded that is not included at this time.

- Bus replacement, replace Bus #6, approximately \$100,000
- Heating/HVAC Unit replacement at the High School above the gym
- Vehicle replacement for student transportation to alternate sites and locations
- Wall covering for the elementary school
- LED retrofit lightning for High School
- Instructional resource needs, text book adoption and resource purchases are approximately \$12,000 to \$15,000 per content area, i.e. math, reading, science, history, and language arts

Mayor Blunt asked Mr. Turner if the \$350,000 number was the same amount that the State provided at the end of the year or is this \$350,000 money the town gave you, but was not spent.

Mr. Turner responded that the money came from the town, even though the School Division was still receiving money from the State.

Mr. Turner believes the additional money from the State was because of the increased ADM number.

Mayor Blunt would like to know how the \$350,000 remained unspent this year when the yearly budgeted amounts had been even for three years.

Mr. Turner turned over the podium to Tim Trivett

Tim Trivett, Chairman, CB School Board

Mr. Trivett responded that the School Division cannot spend money it does not have. They were notified by the State that certain funds would not arrive until later.

Once the ADM number increase and the State funding increases, the school then has to adjust its budget.

Mayor Blunt summarized, saying last year, you turned in \$350,000 that was unspent. Are you asking for that amount back plus more money or just that \$350,000.

Mr. Turner replied he is asking for all of the funds, the \$350,000 that was just returned and then an old school fund balance of a little more than \$300,000.

This request is not connected to the budget process.

Mayor Blunt noted he has questions regarding the \$300,000 fund balance from years past.

Mr. Robertson noted the total in question is \$650,000, of which \$300,000 was accumulated for several years of returned monies.

Ms. Schick asked that exact numbers and dates be provided at the Work Session in regard to the \$300,000 accumulated overages.

Mr. Trivett summarized his knowledge of the \$300,000 by saying that in approximately 2008 the School Division hired an architect and did not pay the architect because Town Council withdrew their support from a new build of a middle school. Blue Justice, the architect, then sued the town and school and the town paid the settlement.

Mr. Trivett further noted when he came on board in 2010, he recommended that if the School Division has funds left over at the end of the year, they go back to the town to pay for that \$300,000.

Mr. Trivett noted there are multiple years when money was returned back to the town.

Mr. Trivett noted this has nothing to do with properties.

Mr. Trivett then commented on a “six-page dissertation” saying it was not accurate.

Mr. Trivett then noted the School Division has an open door policy.

Vice Mayor Schick thanked Mr. Turner for his presentation and recommended the school adopt its own Capital Improvement Plan.

Vice Mayor Schick would like to incorporate this request for a return of funding and this list provided by Mr. Turner in the current Capital Improvement Plan that was passed by the Planning Commission.

Monthly Department Reports

Mr. Robertson provided a Power Point summary of each department's individual report, including:

- Boardwalk project
- Torrey Smith Project
- Grants Initiative
- Survey Initiatives
- Downtown Colonial Beach banners
- Camera in Finance Department
- Vendor Program
- Special Events

Mr. Robertson asked Council if they supported changes to the vendor program. Mayor Blunt noted he supports food trucks setting up in commercial areas, but cautions that they not be allowed to set up in front of a restaurant.

There was no objection from Council members for the Town Manager to review expanding the vendor program.

Mr. Cornwell suggested a complete review of the existing ordinances.

Mr. Robertson continued with his report:

- Edmunds software integration
- Avenue Analytics
- Budget Cycle
- HR, Job Description Training with Phyllis Katz, Esq.
- Police Monthly Report
- Blight management
- Public Hearing on leasing of town waterfront property for piers
- Data collection for Public Hearing on sale of town property
- Robin Grove Water Facility upgrade
- Klotz building demolition
- Parking
- Pedestrian Plaza
- Water meter system
- Paving

Ms. Schick asked about removing Dominion poles. Mr. Murphy responded that Dominion will not remove poles unless Verizon and Metrocast remove theirs.

Mayor Blunt noted the poles on Washington appear to be ready to be removed and would like to see the poles removed completely and not just cut off at the base.

Unfinished Business

There was no unfinished business.

New Business

Resolution #12-19, FY 2020 Budget Timeline Resolution

Mr. Leamon made a motion to approve Resolution #12-19. Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Ms. Schick voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #12-19 as written passed with a unanimous vote of council members present.

RESOLUTION #12-19, FY 2020 Budget Timeline Resolution

WHEREAS Virginia Code Section 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2019; and

WHEREAS state law also prescribes the deadlines for the setting of tax rate(s) by the Colonial Beach Town Council as well as the adoption of the FY 2020 budget.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly meeting on February 20, 2019 that the FY 2020 budget shall be developed/approved in accordance with the following timelines:

February 1, 2019

CFO Prepares FY20 Budget Template Files

February 5, 2019

Town Manager and CFO to Meet with Department Heads to Discuss Budget Process

February 20, 2019

FY 20 Budget Timeline resolution presented to Council

February 27, 2019

FY20 Budget Requests from Department Heads due to CFO/Town Manager

March 4, 2019

CFO and Town Manager begin to prepare FY20 Budget Files and Presentation Document

March 6, 2019

CFO and Town Manager provide first update to Town Council on status of FY20 Budget Process

March 20, 2019

CFO and Town Manager updated Town provide second update to Town Council on status of FY20 Budget Process

April 3, 2019

CFO and Town Manager Present FY20 Budget to Town Council at Work Session

April 17, 2019

FY20 Budget presented at April 3 Work Session continues to be discussed and A Request for Public Hearing for FY20 Budget is made.

May 1, 2019

Public Hearing for FY20 Budget is held during Work Session

May 15, 2019

FY20 Budget Approval & Appropriation

Resolution #16-19, Authorizes and Directs Town Manager to Negotiate and Execute the Attached Memorandum of Understanding with Westmoreland County re: Building Official

Mr. Leamon made a motion to approve Resolution #16-19. Mr. Ey seconded the motion.

Ms. Roberson asked for clarification.

Mr. Cornwell responded that he needed Council approval to take it to the County. The County believes they have to. Mr. Cornwell believes they do not have to.

Mayor Blunt asked if this precludes from the town from ever having its own Building Official. Mr. Cornwell responded that there is a 90-day opt out clause.

Mayor Blunt called for a roll call vote. Ms. Schick voted "aye," Mr. Alger voted "aye," Mr. Ey voted "aye," Mr. Leamon voted "aye," Ms. Roberson voted "aye," and Mayor Blunt voted "aye."

The motion to approve Resolution #16-19 as written passed with a unanimous vote of council members present.

RESOLUTION #16-19, Authorizes and Directs Town Manager to Negotiate and Execute the Attached Memorandum of Understanding with Westmoreland County re: Building Official

BE IT THEREFORE RESOLVED that the Town Manager is hereby authorized and directed to negotiate and execute the attached Memorandum of Understanding with Westmoreland County regarding the administration and enforcement of Uniform Statewide Building Code.

Citizen Input

Walter Kern, The Meadows. Mr. Kern reported on two piers on Monroe Bay in disrepair.

Mr. Kern then spoke to streams that run under the town.

Mayor Blunt responded saying the issues with both piers on Monroe Bay are being addressed by the town.

Closed Meeting

Ms. Schick made a motion to go into Closed Meeting pursuant to VA Code 2.2-3711(A)(1) for discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers and/or employees of the town.. Mr. Alger seconded the motion.

Mayor Blunt called for a roll call vote. Ms. Schick voted “aye,” Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” and Mayor Blunt voted “aye.”

The motion to go into closed session passed with a unanimous vote of council members present.

At 7:46 p.m. Council moved into Closed Meeting.

Certification/Reconvene

At 8:33 p.m. Mayor Blunt reconvened the meeting.

Mr. Leamon made a motion that Council certify that only those matters as were identified in the motion to go into closed meeting were heard, discussed or considered. Ms. Roberson seconded the motion.

Mr. Alger, Mr. Ey voted, Mr. Leamon, Ms. Roberson, Ms. Schick and Mayor Blunt all so certified.

All council members present certified that only those matters as were identified were heard, discussed or considered during Closed Meeting.

Adjournment/Recess

Mr. Leamon made a motion to adjourn the meeting. Mr. Ey seconded the motion.

At 8:34 p.m. Mayor Blunt adjourned the meeting.

Kathleen Flanagan, Town Clerk